



J-1 Scholar Program Agreement: Expectations for Host Department and Scholar

Scholar's name: _____ Country: _____
last/family first/given

J-1 PROGRAM OVERVIEW

The J-1 Exchange Visitor Program promotes a mutual understanding between the people of the United States and the people of other countries through educational and culture exchange. The purpose of the program is to bring together exchange visitors—international professors, researchers, and specialists—and MSU faculty and staff to collaborate on ideas, teaching, lecturing, and research. The program also encourages exchange visitors to engage in intercultural activities, to learn about the United States and its people, and to share their insights and experiences with others in their home country after the conclusion of the program.

KEY DEFINITIONS

Sponsors: The U.S. Department of State designates sponsors to administer individual Exchange Visitor programs. Sponsors are U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations. They screen and select Exchange Visitors participating in their programs, provide them with pre-arrival information and an orientation, and monitor their activities. Sponsors offer Exchange Visitors cross-cultural activities that will expose them to American society, culture, and institutions. Exchange Visitors are encouraged to participate in activities that provide them with an opportunity to share their language, culture, and history with others.

Exchange Visitors: An Exchange Visitor is a foreign national selected by a sponsor to participate in an exchange program, and is issued a DS-2019 to apply for a J-1 visa. An accompanying spouse and any unmarried children under 21 years of age may apply for J-2 visas, with the permission of your sponsor.

Responsible Officer: Sponsors appoint individuals as Responsible Officers and Alternate Responsible Officers to advise and assist Exchange Visitors. These officers have authority to issue the Certificate of Eligibility (DS-2019) to Exchange Visitors and communicate with the Department of State and the Department of Homeland Security on your behalf.

Rules and Regulations: You must understand and abide by the Exchange Visitor Program regulations, U.S. laws, and sponsor rules. Regular contact with your Responsible Officer will help you keep current of any changes, which may affect your J status.

Activities and Program Provisions: You will enter the United States in one program category and will be required to engage in that category and subject/field of activity listed on your DS-2019. You must comply with the specific program provisions of the regulations relating to your program category.

Maintenance of Status: You are required to have a valid and unexpired DS-2019. Sponsors may terminate an Exchange Visitor's program for violating U.S. laws, Exchange Visitor Program regulations, or the sponsor's rules governing their particular program.

Notification: You must inform your Responsible Officer if you change your address or telephone number, or complete or withdraw from your program early. Doing so assists your sponsor in reporting current information to the U.S. Department of State.

Contact Information: U.S. Department of State Bureau of Educational and Cultural Affairs Office of Exchange

HOST DEPARTMENT RESPONSIBILITIES

The host department supervisor will serve as the primary contact for visiting scholars and International Services. The supervisor takes responsibility to select eligible visiting scholars, provide pre- and post-arrival support, and supervise scholars throughout the duration of their program.

PRE-ARRIVAL

The host department supervisor should

- Ensure that scholars' program objectives at MSU closely resemble scholars' field of study or occupation in their home country. To complete those objectives, the department should also ensure that they can provide resources and facilities for the scholar to carry out their program, including workspace.
- Initiate the J-1 scholar request and upload all required documents to Terra Dotta.
- Submit [Personnel Action Forms \(PAF\) - Human Resources - Missouri State](#) on behalf of the scholar. When submitting the PAF, choose Adjunct Faculty / University Associates PAF, the last option on the page.
 - Enter all required information, including M#
 - Select Adjunct Faculty for job type
 - Select New Appointment for change type
 - Enter From and To dates that match the dates listed on the DS-2019
 - Copy the Subject/Field Code Remarks on the DS-2019—e.g., "Scholar will be conducting research..."—for Initiator Comments
 - Attach a PDF of the Department Invitation Letter and scholar's CV. If only one document upload is permitted, combine documents into one PDF
- Arrange for scholars to have access to necessary campus resources. Supervisors must make those arrangements with relevant offices on campus—e.g., for building access or office keys, make the request with Key Control; for meal plans and Dining Dollars, contact Chartwells; etc.
- Assist scholars in finding available housing. Please contact International Services if assistance is needed.

POST-ARRIVAL

The host department supervisor should

- Ensure that scholars check-in with International Services within 20 days of arriving in the US so that International Services may validate scholars' programs.
- Assist scholars in obtaining their Missouri State campus cards.
- Give scholars the broadest exposure to American society, culture, and institutions by encouraging exchange visitors to participate voluntarily in activities that are for the purpose of sharing the language, culture, or history of their home country with Americans, provided such activities do not delay the completion of the exchange visitor's program.
- Notify International Services of any changes to scholars' address, phone number, or email address.
- Ensure that the scholars are present on the work site for at least 75% of the scholar's stay.
- Provide clear expectations to scholars regarding their job description, schedule, progress towards program objectives, workplace conduct, and safety.

- Contact International Services for questions or issues related to extending, shortening, or terminating a scholar's program.

SCHOLAR RESPONSIBILITIES

PRE-ARRIVAL CHECKLIST

Scholars are responsible for

- Activating and monitoring their Missouri State account. After International Services approves of scholars' J-1 requests, International Services will email a letter containing instructions on activating an account. Scholars can only use this (university) account to log in to Terra Dotta and access immigration documents.
- Logging in to Terra Dotta, accessing Form DS-2019, and verifying that the information is correct. Scholars should note the program begin date and notify the host department supervisor and International Services immediately if travel plans change, including delays in getting a visa.
- Paying the SEVIS FEE online at www.fmjfee.com/i901fee. All J-1 visa applicants must pay the SEVIS fee of \$220. The SEVIS fee must be paid at least three business days before the scheduled visa application interview. Scholars should print the electronic receipt immediately at the time of payment. They must show the receipt to the consular officer at the time of the interview. Spouses and dependent children (J-2s) do not pay this fee. The SEVIS fee is not a visa application fee. It is used to operate and maintain the SEVIS system. The fee is non-refundable, even if the visa application is denied.
- Applying for a J-1 Visa at the nearest US Consulate or Embassy to the home residence. A valid J-1 visa is required for entry to the United States on the Exchange Visitor Program. For information on processing times and procedures, visit the U.S. Department of State at travel.state.gov/content/visas/study-exchange/exchange.html. The following is generally required for the consular J-1/J-2 visa application:
 1. Signed DS-2019(s) – A separate DS-2019 form is required for each visa applicant. Each J visa applicant should sign his/her own DS-2019, with the exception of children under age 14 (the J-1 parent should sign in this instance). The DS-2019(s) will be returned to scholars to present at the U.S. port of entry.
 2. Receipt showing payment of the \$220 SEVIS fee (J-1 only)
 3. Payment of the \$185 visa application fee, and appropriate visa application forms (see usembassy.gov) for each visa applicant.
 4. Passport(s) valid for at least 6 months into the future for each visa applicant.
 5. Proof of ties to the home country - Consult the website of the local U.S. Consulate/Embassy for suggestions.
 6. Proof of financial support - Applicants must be able to verify the total funds indicated on the DS-2019 with a personal bank statement and/or a sponsor's official statement of support. If scholars are receiving payment from MSU, they may request a letter from the inviting department that specifies the position and salary.
 7. Two U.S. Passport-size Photos (often required – check with U.S. Consulate) for each visa applicant.
 8. J-1 Invitation letter from the sponsoring department at Missouri State University (recommended).
 9. Evidence of J-2 relationship to the J-1 applicant (e.g. marriage or birth certificate).
- Making housing and airport arrival arrangements with MSU host department and/or International Services.
- Purchasing, or making plans to purchase, required medical insurance. Proof of insurance should be turned in to International Services within 20 days of arrival. U.S. Department of State regulations require all J-1 Exchange Visitors to have medical insurance for themselves and any accompanying J-2 family members for the full duration of their program. **Willful violation of the insurance requirements can result in termination of scholars'**

J-1 programs by International Services, in accordance with immigration regulations. Insurance coverage should meet the following minimums:

Medical Benefits	\$100,000
Medical Evacuation	\$50,000
Repatriation of Remains	\$25,000
Deductible per Accident or Illness	\$500

Some Academic Health Plan options include

<https://www.ahpcare.com/>

support@ahpcare.com

ARRIVAL CHECKLIST

Scholars are responsible for

- Checking-in with International Services within 20 days of arrival. Our offices are located at 301 S Jefferson Ave, Springfield, MO 65806. Scholars will need to have their signed DS-2019 and local address.
- Updating local address, US phone number, and MSU email in Terra Dotta.
- Obtaining their University ID Card in the Plaster Student Union lower floor. An M number should be sent to you prior to arrival, and you will need this number to obtain a card. The University ID Card is needed for transactions at the library, etc.
- Making banking arrangements. U.S. Bank is located near our offices and offers free checking accounts. Passports are needed to open an account.
- Completing the required trainings at <http://www.missouristate.edu/human/training/compliance-training.htm> and submit a copy of the certificates to International Services:
 - Preventing Discrimination and Harassment Online Training Program
 - Preventing Sexual Misconduct (Title IX) Online Training
- If MSU is paying scholars as employees, scholars will also need to follow these remaining steps:
 - Visit both Human Resources (Carrington Hall 118) and Payroll (Carrington Hall 119) to obtain employment and payroll information.
 - Obtain a SSN Letter from International Services, and apply for a Social Security Number. After receiving a Social Security card, paid scholars will need to bring that to Human Resources for them to make a copy.

DEPARTURE CHECKLIST

Scholars are responsible for

- Notifying International Services and the host department of early exits: If scholars intend to leave the United States more than 30 days prior to the end date on Form DS-2019, they should notify International Services and their host department immediately of the new expected departure date.
- Paying outstanding university fees, if applicable. These can include charges for services at Magers Health and Wellness Center, bookstore charges, etc.
- Saving all immigration documents, including Form DS-2019, I-94, passports, and visas (even after they expire). They may be helpful when arranging future trips to the United States. Scholars should also keep their Social Security card and Driver's License (if applicable).
- Filing tax returns or marking the calendar for tax filing season.

- Providing a 30- to 60-day move-out notice to apartment management or landlord and requesting the return of your apartment deposit.
 - Making sure that medical insurance reimbursements and claims are reconciled. Scholars should also update their contact information with insurance provider(s).
 - Closing their bank account and terminating any recurring, automatic withdrawals or payments.
 - Abiding by the two-year home country residence and physical presence requirement established by INA § 212(e). This is one of the most important characteristics of exchange visitor status and should be thoroughly understood by each exchange visitor. Exchange visitors who are subject to the two-year home country residence requirement must "reside and be physically present" in their home country for an aggregate of two years before being eligible for certain immigration benefits. To see if their country or skill results in this requirement, scholars may visit travel.state.gov/content/visas/en/study-exchange/exchange/exchange-visitor-skills-list.html.
-

AGREEMENT SIGNATURES

SUPERVISOR

I agree to the terms outlined in this document for hosting a J-1 exchange visitor.

Signature:

Date:

Printed name:

EXCHANGE VISITOR

I agree to the terms outlined in this document for participating as a J-1 exchange visitor at MSU.

Signature:

Date:

Printed name: